



VOLUNTEER OPPORTUNITIES FOR SPONSORS

We know it's important for you and your company to serve the community! This is how you can make an impact with Black Women Will all year long!

TOTAL # OF VOLUNTEERS NEEDED: 2 - 4 per each role below

BEFORE THE EVENT:

- **Senior Paperwork Pep Rally** - Assist with our in-person senior will preparation clinics to help seniors complete their paperwork prior to the event
 - There will be **two** senior events between June 2023 - August 2023 (location TBD / time will be during standard business hours)
- **Content Shoot** - help staff **one** content shoot on Friday, September 22nd from 11am - 3pm; greet guests and direct them on where to go; capture behind the scenes content, etc.
 - Location: Aprio office - 2002 Summit Blvd NE Suite 120, Atlanta, GA 30319 (Sandy Springs area)
- **Marketing** - research media contacts to build media list (local + national) and develop pitches; help create photo booth props; support **two** content creation days (Date / Location TBD)
- **Event Prep** - Support the event logistics the week of BWW (November 6th - 9th); Help arrange client welcome folders; print documents ahead of time; organize totes
 - Location: Thank Me Later Office - 1400 Centre Parkway, Suite 134, Atlanta GA 30344
- **Event Set Up** - assist with the load in of all supplies for the event on Friday, November 10th during standard business hours
 - Location: Impact Church - 2323 Sylvan Road, East Point GA 30344

DURING THE EVENT: November 11th from 9am - 5pm ET at Impact Church in Atlanta, GA

- **Witness** - Sign healthcare directives and wills for clients as a witness, stating that the client signed it willingly and was in the right state of mind.
- **Greeter** - Give attendees a warm welcome when they come in; direct them to the appropriate sign up table (i.e. registration, volunteers, attorneys, sponsors)
- **Registration** - Ensure that participants'/attorneys' sign-in sheets have been signed; Ensure their IDs match their paperwork; update the seating chart
- **Runner** - Be the point person between the registration table and the will prep room; Communicate which will prep tables are available, etc.
- **Marketing** - Drive people to the Tailgate Zone (celebratory event space); support content creation, be a point person for media attending the event, interview attendees, etc.
- **Run of Show** - Be the liaison between the audio / visual team and the TML Executive Team, ensuring that slides play, songs transition appropriately, etc.; help facilitate giveaways
- **Event Breakdown** - assist with the load out of all supplies immediately after the event (must be available after 5pm)

AFTER THE EVENT:

- **Marketing** - Help organize content folders for partners and sponsors the week after the event; support the outreach strategy to keep all parties engaged after the event; provide feedback and insight on post-event reporting
- **Logistics** - pack and organize storage totes the week after the event
- **Events** - Support the planning and logistics of **quarterly** in person / virtual events to help women complete their healthcare directives and power of attorney documents on their own (the first event will be in December 2023)

Questions or ready to sign up? Please contact lauren@thankmelater.money